



TOWN OF WALLINGFORD

Open Competitive Examination

Human Resources Department
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

GENERAL MANAGER – ELECTRIC

\$137,774 - \$176,287

(Annually)

General Statement of Duties: This is very responsible public utility executive work involving directing the daily, short term, and long-term operations and activities of the Wallingford Electric Division. Work involves responsibility for planning, directing, coordinating all of the activities needed for the effective and efficient operation of the Wallingford Electric Division (WED). Duties include monitoring and directing the daily activities of the WED, coordinating budget preparation, overseeing long range planning, monitoring major construction and maintenance projects, determining operational needs, evaluating personnel and level of service, and responding to customer questions and complaints. This position also has the responsibility for making very difficult utility executive decisions. The work requires that the employee have thorough knowledge in all phases of electric utility management operations, finance and administration.

Examples of Duties: Plans and directs the goals, objective and operations of the WED through his/her own efforts as well as those of the other managers and supervisors of the WED. Prepares and reviews reports regarding finances, operations, and personnel, and directs appropriate responses. Analyzes information related to the effectiveness and efficiency of the WED and determines operating policies and procedures and recommends administrative and governing policies. Evaluates long-term planning needs, directs engineering studies, and recommends capital projects and maintenance programs. Reviews technical plans and specifications for capital and maintenance projects. Oversees operating and capital budget development and presents budget requests. Controls WED expenditures within fund allocations. Represents the division at Town Council meetings regarding budget transfers or amendments, requests for bid waivers, or other general business. Negotiates with consultants regarding fees. Sees to the development of retail electric charges and rates. Represents the Electric Division at Planning & Zoning and other town meetings. Counsels employees and directs training. Administers union contract language and discipline; adjudicates second step grievances. Appoints job candidates from certified lists. Approves employee performance and recommends reclassifications. Assures safe work practices. Coordinates with other utilities and town departments, consultants, developers, state agencies, Town Council and customers. Performs related work as required.

Supervision Received: Works under the administrative direction of the Director of Public Utilities (Director).

Supervision Exercised: Directly supervises the Chief Engineer, Distribution Superintendent, Energy Efficiency and Conservation Specialist, Office Manager, and Executive Secretary. Indirectly supervises all other employees of the Electric Division.

Required Knowledge, Skills, and Abilities: Thorough knowledge of the methods, practices, equipment and materials used in the operation and maintenance of an electric utility. Considerable knowledge of electric utility rate making, including cost of service and standard electric utility accounting. Considerable knowledge of regional wholesale power markets, issues, and processes, especially in regards to the Independent System Operator of New England (ISO-NE). Considerable knowledge of public administration principles and practices as applied to a publicly owned electric utility. Considerable ability to communicate orally and in writing and to lead others. Considerable ability to administer policies and procedures at the division level including goals, objectives, planning, financial management, decision-making and report development and writing.

Considerable ability to supervise the work of the WED through subordinate supervisors. Thorough ability to establish and maintain effective working relationships with the PUC, Town Council, supervisors, subordinates, associates, vendors, contractors and consultants, other governmental agencies, customers and the public.

Qualifications: A bachelor's degree in electrical engineering or related field such as mechanical, civil, or environmental engineering or business or public administration from a recognized college or university, plus twelve (12) years of progressively responsible experience in the electric utility field including at least five (5) years in a management position, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

Special Requirements: Obtain and/or maintain a valid State of Connecticut Motor Vehicle Operator's License.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department of Human Resources or may be downloaded from the Department of Human Resources Web Page.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be April 17, 2023.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER